

8.29.25 DRAFT - MPDU Rental Wait List Procedures

1. ACDS provides an online Initial Eligibility Form on its website for applicants interested in a rental MPDU in Anne Arundel County ("Applicant"). The form collects essential information for purposes of initial eligibility screening such as household size; household annual income; and self-certifications specific to the MPDU program. The form also collects information on Applicant(s)' preferred geographic area of residence. The geographic areas will be posted and described on ACDS's website.
2. ACDS accepts Initial Eligibility Forms exclusively through online submissions. If an applicant(s) contacts a housing developer or property owner ("Owner") directly, the Owner will direct the applicant(s) to the ACDS website to complete an online form.
3. If an Applicant(s) requires assistance completing and submitting an online Initial Eligibility Form, assistance can be provided and/or accommodations can be made. Assistance and/or accommodations could include, but not be limited to: access to a computer and wi-fi, assistance utilizing the computer, interpreter for deaf persons or persons with limited English proficiency. Applicant(s) should contact ACDS at MPDU@acdsinc.org to arrange for assistance and/or an accommodation.
4. If an applicant(s) meets initial eligibility, ACDS will move the applicant(s) to the "ACDS Rental MPDU Wait List" by geographic preference. If the applicant(s) does not meet initial eligibility requirements, ACDS will issue a letter outlining reasons for their ineligibility. If an applicant(s) is interested in more than one geographic area, they will be placed on multiple ACDS Rental MPDU Wait Lists ("Wait Lists").
5. When an Owner has a rental MPDU becoming available they provide ACDS with a Notice of Available Unit. The ACDS Rental MPDU Wait Lists will be posted in a secure portal so only Owners who have provided ACDS with a Notice of Available Unit are able to access them. Owners then contact applicant(s) on the applicable geographic ACDS Rental MPDU Wait Lists, in the order of their position on the Wait Lists to ascertain their interest in signing a lease for the rental unit.
6. If the applicant(s) is interested in renting an available MPDU rental unit, ACDS will verify their initial eligibility to ensure they meet the MPDU program eligibility requirements. ACDS will verify: the applicant(s) meets the income qualifications; the applicant(s) has not owned a home for at least three (3) years and the applicant(s) has County residency and/or employment. In addition, ACDS will obtain notarized certification that the applicant(s)' agrees to occupy the MPDU as their primary residence. ACDS may request

additional documentation at this time to verify the applicant(s)' initial eligibility form which relied on self certification. In addition, the Owner will verify applicant(s) eligibility in accordance with their property management standards by completing a detailed analysis of their qualifications, such as reviewing household income, household size, and other financial capacity to rent the MPDU unit.

7. If the applicant(s) meets all eligibility requirements, the Owner and applicant(s) will complete the MPDU Certificate of Eligibility and submit it to ACDS for approval. ACDS will review and approve within thirty (30) days of receipt. If the applicant(s) does not meet eligibility requirements, the Owner will issue a denial letter outlining reasons for denial.
8. ACDS records date of approved Certificate of Eligibility on ACDS Rental MPDU Wait List(s).
9. Upon receipt of the approved Certificate of Eligibility, the Owner may enter into a lease with the applicant(s). The applicant(s) has ten business days to execute a lease agreement; otherwise, the applicant(s) will need to restart entire application process, losing their position on the Wait List(s). If the MPDU is not available, the applicant(s) will be placed on a "Project Rental MPDU Wait list" maintained by the Owner in order of date of the Certificate of Eligibility. Please note that the rental process for an MPDU is a private transaction between the Owner and the Rental MPDU applicant(s). While ACDS issues Certificates of Eligibility and maintains the ACDS Rental MPDU Wait Lists, ACDS is not involved from this step forward, except in the rare case of a dispute between the two parties. ACDS does not provide rental assistance to MPDU renters. MPDU renters must be able to pay rent in accordance with their lease agreement.
10. A Certificate of Eligibility is valid for 180 days. Thirty days prior to expiration, if an applicant(s) has not moved into a rental unit, ACDS will contact the applicant(s) to begin the recertifying process. If the applicant(s) recertifies and remains qualified, ACDS and Owner will coordinate in the same manner noted above to issue a new Certificate of Eligibility and the applicant(s) will retain their position on the ACDS Rental MPDU Wait List(s) and Project Rental MDPU Wait List(s). If applicant(s) fails to recertify, or no longer qualifies based on the recertification review, their application is deemed invalid and the applicant(s) will be removed from all lists.
11. Once an applicant(s) has leased a unit, the Owner notifies ACDS, and ACDS removes the applicant(s) from ACDS Rental MPDU Wait List(s).